

ELECTION JUDGE: ABSENTEE VOTING and ELECTION SUPPORT (Temporary Intermittent-Based Position)**SUPERVISED BY:** Elections Director**RECEIVES WORK DIRECTION FROM:** Elections Director and Elections Staff**NATURE OF WORK**

Provide election information and services to voters in person and over the phone. Assist election staff with processing mail, answering phones, preparing election materials, and general clerical support as needed.

TYPICAL DUTIES AND RESPONSIBILITIES (Including, but not limited to the following)

- Assist voters with in-person absentee voting.
- Perform a wide range of clerical duties related to election operations.
- Answer questions regarding election services.
- Process absentee ballot requests, completed absentee ballots, and prepare absentee ballots for tabulation.
- Assist in processing mail.

MINIMUM QUALIFICATIONS: Must meet State Election Judge qualifications; eligible to vote in MN; must be at least 18 years of age; able to read, write, and speak English; and cannot be a candidate, or the spouse, parent, child or sibling of a candidate on the ballot.

DESIRED QUALIFICATIONS: Fluency in Somali, Spanish, or Hmong; experience as an Election Judge; and strong computer and keyboarding skills.

MINIMUM EXPERIENCE: N/A

LICENSES/CERTIFICATIONS: Election Judge Training provided.

OTHER SPECIFICATIONS:

- Excellent customer service skills.
- Able to deal with the public tactfully and courteously.
- Comfortable working with and serving a diverse population.
- Able to understand election laws, rules, and procedures.
- Must remain impartial in conduct and speech.
- Able to handle stressful situations calmly.
- Attention to detail, ability to follow directions, and work independently.
- Ability to manage time effectively; be flexible; and work as a team member.
- Be available to work from June to December.

HOURS OF WORK:

Flexible scheduling, 4-8 hour shifts, business hours; some evenings and weekends as needed.

Minimum hours required:

August 1-11, 2014 including both Saturdays

October 24-November 3, 2014 including both Saturdays and Sunday November 2nd

Hours worked are based on the volume of absentee voting; must be available for on-call basis:

June 27 to August 11, 2014

September 19 to November 3, 2014

WORKING CONDITIONS: Normal; may include standing or sitting for long periods of time, walking, and lifting a maximum of 40 lbs. on occasion.

Hourly Rate: \$15.00